

## INSTRUCTIONS F0070 FICTITIOUS BUSINESS NAME REGISTRATION

Starting July 1, 2010, businesses who wish to register their fictitious business name or d/b/a name with the Mississippi Secretary of State will be able to do so utilizing this form. Authorization for registration of fictitious business names, and the statute governing same, is found at Section 25-93-1 et. seq. Miss Ann. (1972).

**Fictitious business name registration is not required.** It is completely voluntary. In addition, **the registration of a fictitious business name does not impart upon the registrant, any exclusive right to use that name in Mississippi or elsewhere.** Registration is good for five years at which time it may be renewed.

Please complete form F0070 and return it to the Secretary of State's Office at the address listed at the bottom along with a check for \$25.00. The form may be typed on the computer and printed off for mailing. You may also print a blank form and fill it in using pen.

All of the fields listed on the form are required. Here are specific instructions to give guidance in completing the form:

**Applicant's legal name:** Please list the legal name of the person or entity that owns the business for which registration is sought. This may be a corporation, LLC, an individual, partnership, or some other entity. In addition, please provide the address of this legal entity. This address may be different than the location of the business in questions.

**ID number:** In Mississippi, businesses that have already registered with the Secretary of State such as corporations, LLCs, or limited partnerships are assigned a business ID number. If you already have a number, please write it in this box. If you do not know your number, you can look up your company on the Secretary of State's website at [www.sos.ms.gov](http://www.sos.ms.gov) and search for your company to locate the number. If you are an individual, partnership, or some other entity which has not already registered with the Secretary of State, please leave this section blank.

**Business email:** We require your business email so that we may send you notices and updates of laws pertaining to your registration. We will not sell your information nor will send you unnecessary emails.

**Fictitious business name:** This is the name under which you conduct business. It is the name that you are seeking to register. It will appear on our website along with the name of the legal entity which owns that business. Please clearly spell the name as you wish it to be registered.

**Address of all businesses utilizing the name:** Please list the business address where a fictitious business name is being used. If there is more than one location utilizing the name, please list all addresses where that name is in use.

**NAICS code/ nature of business:** In this box, please disclose the type of business that is operated using the fictitious business name. Businesses are categorized using an NAICS code. There is a link to NAICS codes on the Secretary of State's website. Please review the codes and pick the one which best describes your business.